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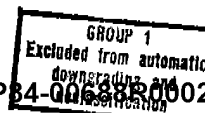
1971

MEMORANDUM FOR: Director of Personnel

SUBJECT : Annual Reports

1. Attached are Annual Reports submitted by the Benefits and Services Division (BSD), the Contract Personnel Division (CPD), and the Retirement Affairs Division (RAD). You will also find attached a few additional highlights selected from some of my own activities during this past Fiscal Year.
2. The attached reports speak again to the scope, variety, workload, and creativity on the part of the personnel assigned. In CPD, special attention should be given to the manner in which Agency employees previously covered by Social Security obtained, upon enactment of Public Law 91-630, credit for that time to retirement. The direct workload on CPD was heavy but this unforeseen task was performed, and well. In addition, PERCON is now fully accepted as an effective and useful tool. The Non-Staff Annuity Plan moved from the "approved in principle" phase to a specific staff paper subjected to continuing review, coordination, and revision to the point where final approval and implementation is within sight.
3. BSD, whose workload is measured not merely by the size of its annual report but by the number, variety, scope, and significance of its substantive programs, also had a very busy year. What with increased activity in the store and other EAA services, heavy insurance workload (particularly in the hospitalization insurance field) and some difficult death and workmen's compensation claims, the responsibilities assigned to C/BSD represented a continuing management challenge.
4. Lastly, this report must also highlight the coming of age of the Retirement Affairs Division as a meaningful instrument of management and fruitful service to employees. This was fully demonstrated by the manner in which RAD handled the heavy increase in retirement activity and the workload that flowed from the assignment of responsibility for the Voluntary Investment Plan.


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5. Another aspect of this Element's performance during the Fiscal Year was the professional manner in which the Divisions worked with each other on related matters: CPD and BSD on exit-processing of contract personnel; CPD and RAD on the Non-Staff Annuity Plan, Proprietary Pension Plans, and crediting of Social Security time for retirement purposes; RAD and BSD in the exit-processing of retirees to insure orderly separation despite the large numbers involved, and other similar instances.

6. Our hope for this coming Fiscal Year is that we can maintain to fulfill assigned responsibilities as professionally and as thoroughly as we possibly can, even though greater demands might be imposed in the future.


Deputy Director of Personnel
for Special Programs

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Atts

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OP/D/SP  (1 September 1971)

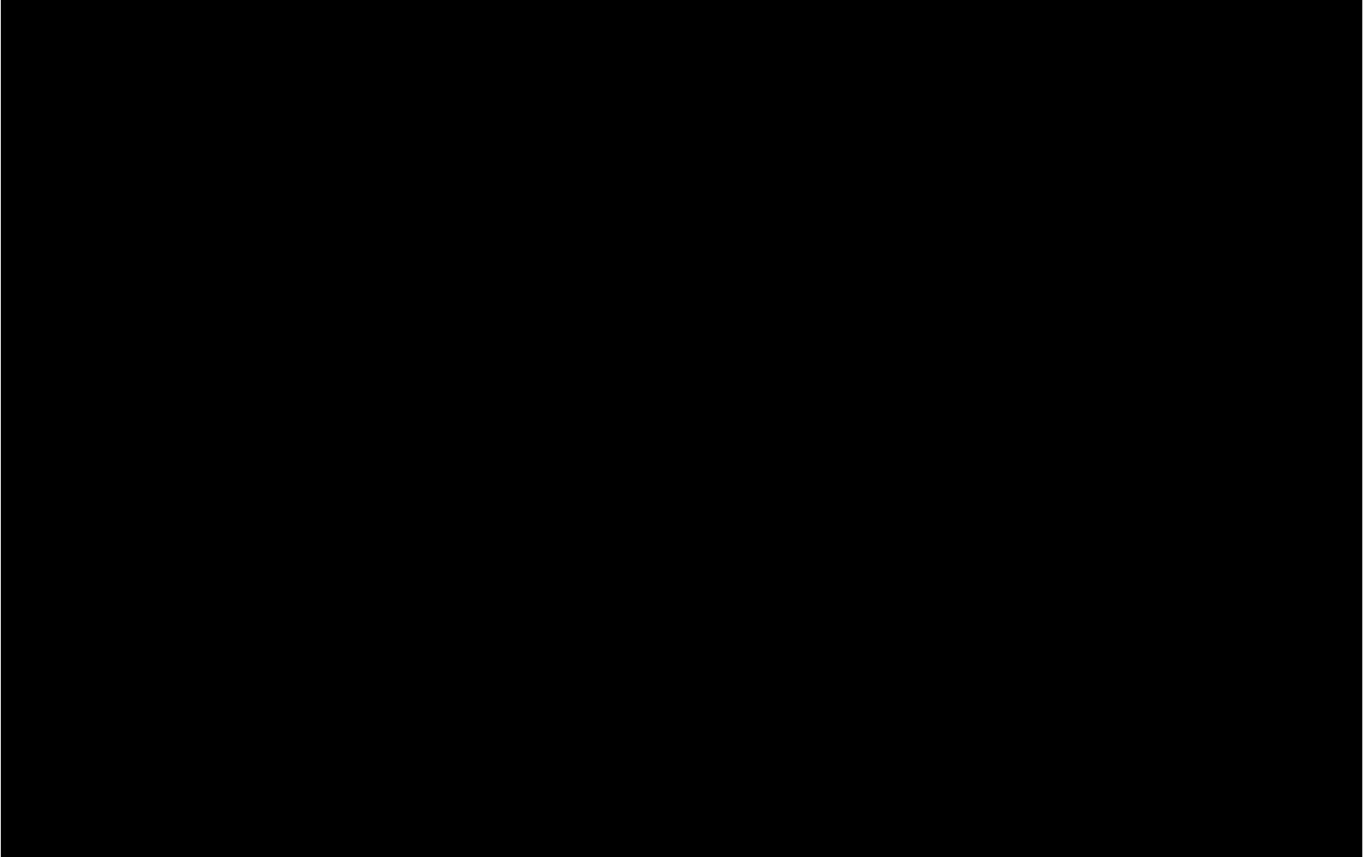
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DD/PERS/SP ACTIVITIES

25X1A Much of my own expenditures of time this past year related to programs of the three Divisions, more than adequately covered in their reports. I will, however, supply a few highlights of my own activities during the reporting period.



2. Catastrophic Insurance

25X1A I worked with [REDACTED] in developing the specifications and costs for a special insurance plan which would assist employees in meeting expenses of catastrophic illness for themselves and for their dependents. There is no reason to believe that this plan will be approved soon; nonetheless, it was a requirement imposed upon us by the DD/S which has now been met.

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Approved For Release 2002/01/30 : CIA-RDP84-00688R000200190003-2

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